

**RULES GOVERNING THE QUALIFYING EXAMINATION OF APPLICANTS  
FOR THE OFFICE OF PROPERTY VALUATION ADMINISTRATOR (PVA)  
NOVEMBER 1, 2005**

1. This examination has been scheduled for the purpose of qualifying applicants for the office of PVA. Only persons meeting the qualifications required by the Constitution of Kentucky are permitted to take this examination. Section 100 of the Constitution of Kentucky requires that the applicant must be at least 24 years of age at the time of the election or appointment, and have resided in the state for two years, and in the county of candidacy at least one year preceding the election or appointment.
2. Department of Revenue employees will conduct the examination, and will not be permitted to answer questions regarding examination content while at the exam site.
3. All applicants must provide photo identification. Any person who arrives in the examination room after the examination has started will not be permitted to take the examination.
4. Each applicant will be assigned an examination number and seat number which will control the forms used during the examination process.
5. Calculators will be provided for use by applicants. Only those calculators provided by the Department of Revenue are allowed to be used during the PVA Exam.
6. There will be no talking among applicants during the examination. Any person detected giving or receiving aid on the examination will be disqualified.
7. There will be no smoking in the examination room.
8. The maximum time allowed for completion of the examination is three and one half hours.
9. Examinations will be returned to the Office of Property Valuation for processing. All examinations will be graded according to the same standard. The minimum passing score is seventy percent (70%).
10. Examination papers will not be reviewed with the applicant at the place of examination. All examination papers will be maintained by the Office of Property Valuation for one year. Any applicant who wishes to review his/her examination papers within this period of time may do so by calling at the Office of Property Valuation, in Frankfort, Kentucky, at (502) 564-8340, for an appointment.
11. The list of persons passing this examination is public information. Each County Clerk will receive a countywide list of persons who have passed the examination, for filing verification purposes. A statewide list of passing candidates will be posted on the Department of Revenue website, at: <http://revenue.ky.gov/>
12. Any applicant who passes the examination will receive a "Certificate of Eligibility" from the Office of Property Valuation within two weeks. Results will not be disclosed over the telephone. All "Certificates of Eligibility" expire one year from the date of issuance.